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OFFICE OF THE DEPUTY DIRECTOR (SUPPORT) AND STAFFS

1. On 9 August 1957, the Director, Central Intelligence Agency announced an Agency personnel ceiling of [REDACTED] At the time of this decision the Agency was over ceiling by 261 staff personnel. Ceiling allocations to various Agency components have been reduced accordingly, with the reduction to be accomplished in part by attrition and in part by a determined program to terminate marginal personnel.

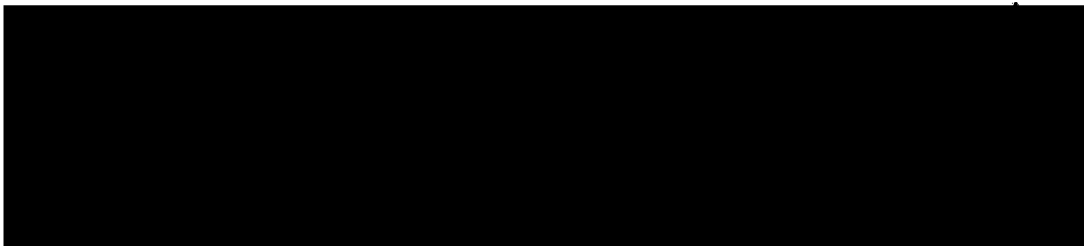
25X9

2. The Special Support Assistant continues to direct his efforts towards: (a) decentralization of administrative authorities to area divisions and the field; (b) simplification of administrative procedures; (c) adjustment of on-duty strengths and fund allocations to effect equitable and priority distribution within DCI approved personnel ceilings and budgetary limitations.

3. Audit Staff activities have shown no substantial change.

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4. Of the numerous project activities in which the Staff is engaged, the following are cited as significant:



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a. Recommended payment of awards totalling \$12,135.00 based upon an estimated first year's savings of \$172,086.00.

b. Undertook a program to revise regulatory issuances by limiting their content to policy, authority and responsibility.

c. Conducted O&M studies recommending actions which resulted in improved performance in the following general areas: OER and Map Libraries; processing of broadcast monitor reports; processing of overseas and domestic travelers; machine record reports; Agency manpower control and utilization; and document locator systems.

d. Completed studies for several O&M Offices which indicate that use of additional IBM machines in conjunction with revised accounting and reporting systems might possibly achieve annual savings of \$170,000.00.

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e. Recommended machines for use in other areas of the Agency which may effect annual savings of about \$55,000.00.

f. Instituted numerous reporting and record-keeping improvements which are estimated to effect annual savings of \$100,000.00.

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7. Significant Medical Staff activities during the reporting period are as follows:

- a. A medical survey was conducted in the Far East, Near East and Europe.
- b. Preparations have been completed for the examination of dependents prior to overseas departure.
- c. Clinical selection and preventive medicine activities increased by 13.6% over the previously reported period, as reflected by a monthly average of 711 physical examinations.
- d. Since receipt of initial Asian Influenza vaccine shipments on 15 August, approximately ^{25X9} [REDACTED] employees and dependents have been immunized against Asian Influenza. Priority of inoculation was determined by criticalness of duty assignment and vulnerability of geographic location.
- e. Briefed the Medical Director, Civil Service Commission, on unique Agency problems related to disability and retirement. Plans were coordinated with the Medical Director, ^{25X1C} [REDACTED] ^{25X1C} [REDACTED] regarding mutual utilization of field medical personnel at selected Southeast Asia stations. Advisory assistance was provided the Medical Director, National Security Agency, regarding the establishment of that organization's medical program.

COMMUNICATIONS

1. Staff Communications

Agency Headquarters Signal Center traffic volumes for this

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reporting period averaged 5,600,000 five-letter groups per month.

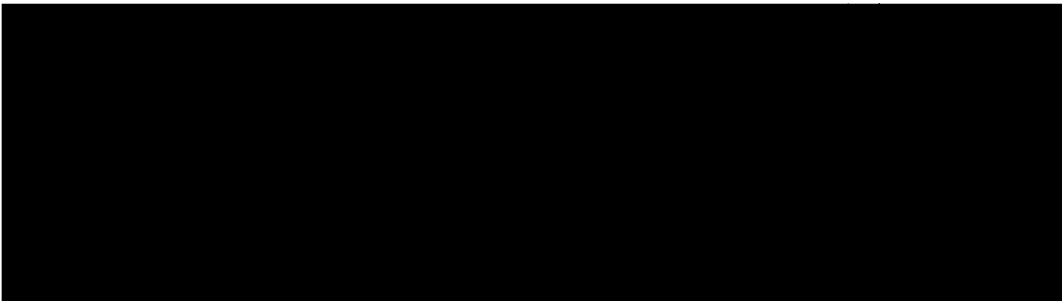
2. Support Received from Other Agencies

No change.

3. Support Furnished to Other Agencies

a. Percentagewise, this remained fairly steady. The average monthly traffic load handled over Agency facilities in the Middle East was 2,539,367 groups, an increase of ap-

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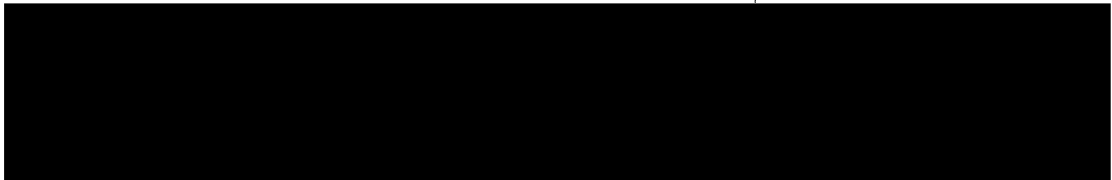
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b. The transmission of the [redacted]
25X1C [redacted] was terminated on 30 June 1957.

h. Emergency Facilities

25X1A a. Europe. With the assignment of radio operators to
our [redacted] the
European emergency net is staffed to the extent currently
intended.

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[redacted] Radio operators will be sent to provide communications coverage as required.

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c. North Asia/Southeast Asia. The emergency radio net previously mentioned was expanded to handle 25X1C traffic incidental to the movement of 25X1C cargo and personnel in this area. 25X1A

d. In view of the unrest in 25X1A has been provided an emergency radio operator who communicates with 25X1A

e. CIA Radio Base, 25X1A Tests between a 25X1C Service Radio Station and this base radio station were successfully conducted at the request of 25X1C

f. As part of an Office of Communications overseas emergency alternate routing program, a series of tests between the 25X1A Radio Station and Agency overseas stations have been started. So far, tests involving stations in 25X1A have shown very promising results. This activity will be continued and expanded with a view toward developing various combinations of emergency alternate routings.

g. Two new communications devices were tested which offer great promise in both Staff and emergency communications:

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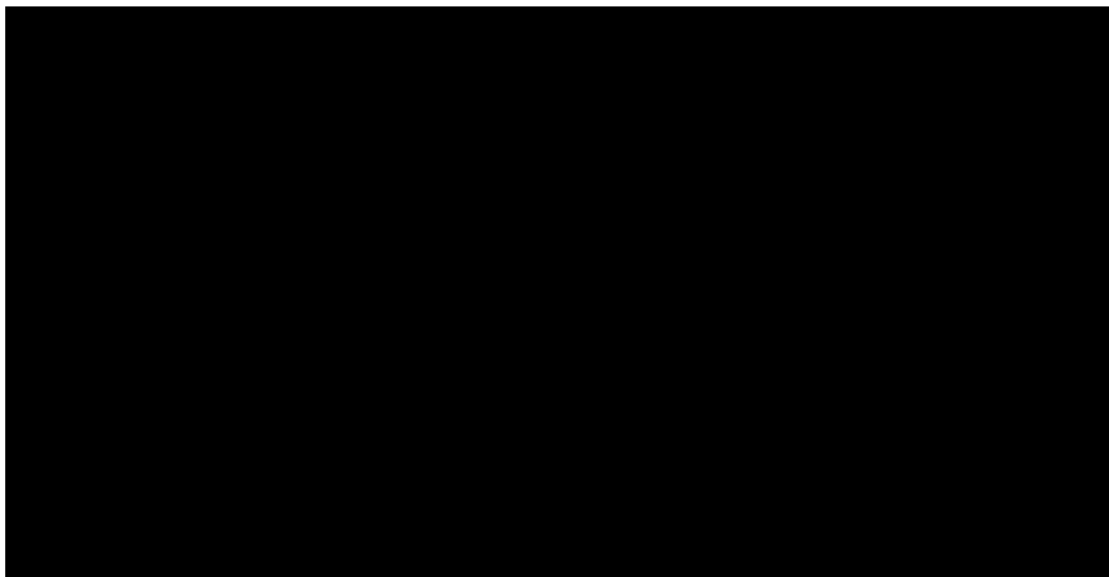
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c. Extension of business-type budgeting to additional proprietary and subsidy projects.

d. Extension, improvement, and simplification of the Agency financial property accounting system.

e. On-the-job training and rotation of Finance Officers, and the organization of classes to teach new budget and accounting techniques.

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h. Machine Records

Continued emphasis is being given to the adoption of electric machine methods for the recording of accounting, statistical and historical data.

LOGISTICS

1. Supply

a. Increased special support to the FE stations authorized to use the ^{25X1A} [redacted] Procurement Facility for

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emergency purchases of certain categories of spare parts and accessories.

b. Established an ^{25X1A} Procurement Facility to provide similar service for certain stations in the SE and NE areas.

c. Agency materiel and other assets (exclusive of Real Property) were costed at ^{25X1A} as of 30 June 1957.

2. Real Estate and Construction

a. The new Headquarters building is proceeding according to schedule. Tentative drawings have been approved by the Public Building Service and this Agency, and the architect is proceeding with the preliminary working drawings. A contract has been awarded for clearing and grubbing at the building site.

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b. Construction is 17% complete on the program to build 20 houses and a training building at ^{25X1A}. The contract as awarded was for ^{25X1A}.

d. The following projects were completed during this period:

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3. Transportation

a. Surface and air transportation was arranged for 5,927 shipments of Agency material in support of world-wide operations and for ^{25X1A} [redacted] shipments of personal effects for employees on permanent change of station orders.

b. Basic Agency policy governing official travel has been consolidated and formalized ^{25X1A} [redacted]. The regulations delegate authority and prescribe authorized expenses.

h. Printing Services

a. Integration of the former GPO printing facility with the Printing Services Division facilities has been completed.

b. Steps are being taken to provide a printing capability in such languages as Arabic, Russian, Uzbek, and Ukrainian. Composing machines already operating in Agency plants will be used.

5. Procurement

a. The dollar value of procurement during the period covered by this report was ^{25X1A} [redacted]. This represents

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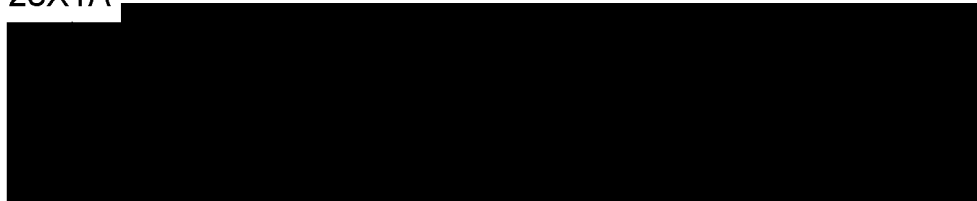
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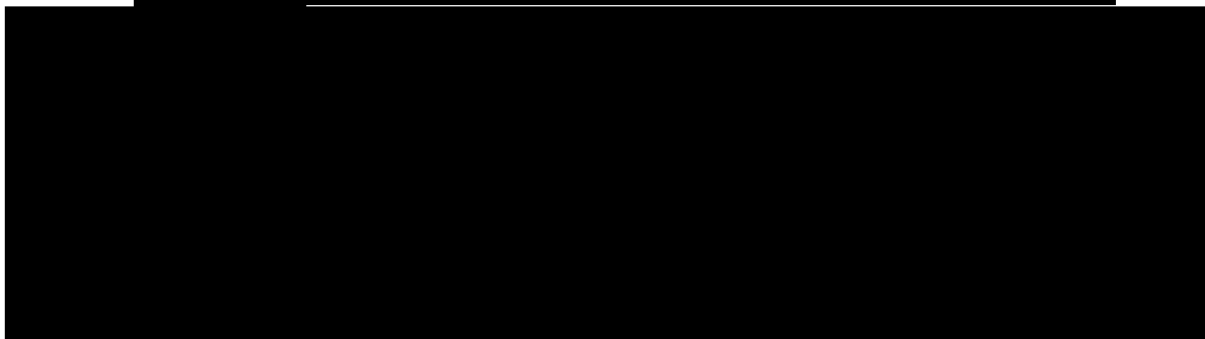
a total of 5,955 transactions.

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25X1A^b Covert procurement methods show continued improve-



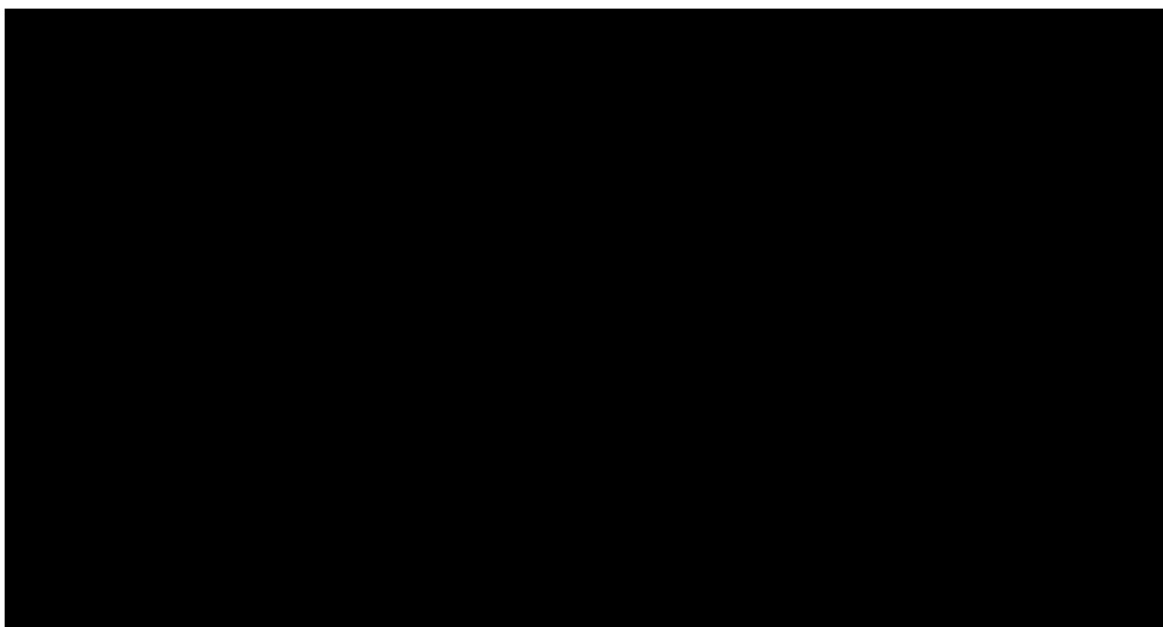
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PERSONNEL

1. Number, Location and Category of All Persons Being
Compensated by Funds Allocated to the Agency

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crease is a seasonal carry-over from the clerical recruitment peak

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at the end of the school year.

2. Attrition and Recruitment

Attrition for the months of May through August, 1957 was at the rate of 0.9% per month, mostly in the clerical area. Therefore, some clerical categories must be provided for by new recruitments. A small in-put of Junior Officer Trainees is also planned.

3. Areas of Acute Shortages in Personnel

The only personnel shortages prevailing at this time are for a small number of scientific and geographical area experts for whom there are standing requisitions on an open basis.

4. Personnel Ceiling

A personnel ceiling of ^{25X9} [REDACTED] has been set for Fiscal Year 1958, which represents a reduction of 261 staff personnel from the 31 August 1957 strength.

SECURITY

1. Investigative Activities

During the period 1 May to 1 October 1957 the number of investigative cases and field efforts directed to the support of Agency clandestine operations remained substantially consistent with the volume handled during the prior reporting period.

2. Terminations for Reasons of Security (Eyes Only)

In the period from 1 May 1957 through 23 September 1957, 57 persons were removed from the rolls of the Agency for security reasons,

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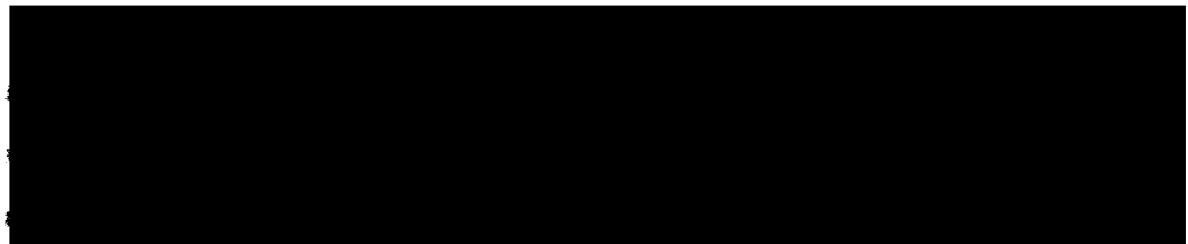
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TRAINING

1. During the past six months 183 classes were conducted in 56 courses during duty hours by the Office of Training. The average weekly enrollment was 495 students. In the out-of-hours language development program, 439 individuals were enrolled in the study of 10 foreign languages. In addition, 451 CIA employees were enrolled in various kinds of training programs at external training facilities.

2. The Language and Area School has been granted the use of a residence near the Agency's relocation center where students enrolled in intensive language training assemble for periods up to a week. To date, seven groups studying Russian, Chinese, French, Polish, German and Romanian have taken part in this exercise, and classes now studying Persian and Japanese are scheduled for the language training center.



h. The authorization of 160 civilians in the JOT Program has now been reduced to a maximum figure of 100. Projected training for 35 trainees has been shortened in order to remain within the authorized figure. It is not planned, however, to curtail the number of JOT's recruited or those who enter on duty. Currently, JOT's are receiving training preliminary to assignment to [REDACTED] different countries.

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5. Since a program for production of training films was begun in the fall of 1943, two major films have been produced, one dealing with [REDACTED] and one with the [REDACTED]. During the reporting period, films have been completed on [REDACTED], and on the Selection and Use of Safe Houses. A film on [REDACTED] and one on [REDACTED] are now in the process of production, and final scripts for three additional films are on hand.

6. Since 1 May, the staff of the School of International Communism and the USSR has provided 106 hours of tutorial instruction for foreign nationals, and 105 hours of instruction in the training programs of The Foreign Service Institute, The Strategic Intelligence School, The National War College, The Armed Forces Staff College, The Naval Intelligence School, and of the International Cooperation Administration. Two new courses are now ready for presentation: a sixty-hour Basic Area Survey of the USSR, and a forty-hour Communist Party Strategy and Tactics course.

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